

Received by: _____
I-Approval: _____Payment: WI, M, Ph.
Issue On: _____CC/Check #: _____
Permit: _____Amount: _____
Expires On: _____Receipt: _____
S-Approval: _____

Neighborhood Services Department

CODE COMPLIANCE

630 East Hopkins, San Marcos, Texas 78666
Phone (512) 393-8440

City website: www.sanmarcostx.gov / Email: Health_info@sanmarcostx.gov
<http://www.ci.san-marcos.tx.us/index.aspx?page=129>

Temporary Food Establishment (TFE): Permit Application

PERMIT VALID FOR A MAXIMUM OF FOURTEEN DAYS FROM DATE OF ISSUANCE AND ARE NON-TRANSFERABLE

Event Information

Note: Incomplete applications will not be processed and will be returned

Coordinator Name: _____ Event Name: _____ # of Booths: _____

Physical Address: _____
Street (Include Suite/Unit) City State Zip Code

Organization Name: _____ Org Type: () Profit () Non-Profit (Must attach 501c)

Date(s) and Time(s) of event: _____

NO FOOD MAY BE PREPARED AT AN UNPERMITTED LOCATION (RESIDENCE)

Booth Contact Information

Note: Print names as they appear on Government Issued Photo ID(s) submitted

Person Requesting Permit: _____ Date of Birth: _____

Home Address: _____
Street (Include Suite/Unit) City State Zip Code

Driver's License: _____ / _____ Phone: _____ Email: _____
DL/ID # State (###) ### - #### Most current and accurate email address

Booth Operator: _____ Booth Name: _____ Date of Birth: _____
() Check if same as above (Person assumes Owner's responsibilities for document submissions and the permitted establishment)

Home Address: _____
Street (Include Suite/Unit) City State Zip Code

Government ID / Driver's License: _____ / _____ Phone: _____ Email: _____
DL/ID # State (###) ### - #### Most current and accurate email address

Food Types Prepared \ Vended: _____

Food Handlers Information (Required to operate booth)

Food Handler Certificate (FHC) Information

FHC Name: _____ Date of Birth: _____

Mailing Address: _____
Street (Include Suite/Unit) City State Zip Code

FMC #: _____ Phone: _____ Email: _____
Certificate number on card (###) ### - #### Most current and accurate email address

DO NOT MAIL CASH PAYMENTS

Payment Forms Accepted: Cash, Check, Money Order, Visa, Mastercard, Discover cards accepted

Make checks and money orders payable to: City of San Marcos

Mailed payments must accompany completed applications with all required documentation. No incomplete applications will be processed. Payment applications submitted by mail to Neighborhood Services Division – Code Compliance, 630 E Hopkins St. San Marcos, TX 78666, or in person at same location. For customers submitting via email please note that a representative will contact you by phone to collect a credit card payment within 2 business days of submission (please do not write any credit card information on the email application). For email questions: Health_info@sanmarcostx.gov All CPF and Application fees are non-refundable. Must fill signature line completely.

Signature below is required for processing.

Applicant's Signature (Or signer for Owner)

Printed Name

Date

I acknowledge that all information supplied above is true and correct to the best of my knowledge and belief. I further acknowledge that the permit, for which I am applying, is subject to all provisions of the orders and ordinances of the City of San Marcos, and all of the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishments.



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Temporary Food Event Application

**** Submit at least 7 calendar days before the event date. ****

**No Home-Prepared
Foods Allowed**

Responsibilities & Acknowledgements

The temporary event organizer (**not the individual booth operator**) are recommended to obtain all necessary Temporary Food Booth Permits for each booth at the event and site plan of booth locations.

Application Submission

- Applications may be submitted in person (630 East Hopkins) or by email (health_info@sanmarcostx.gov).
 - Applicants submitting in person must pay at time of submission.
 - Applicants submitting by email will be contacted by phone for a credit card payment within 2 business days
- Application Deadline
 - Submit completed applications to the department at least 7 calendar days prior to the scheduled event
 - Applications submitted less than 7 calendar days prior to the start of the event may not be approved.

Issue & Delivery

- Permits are non-transferable
- Permits must be picked up in person, at the Walk-in Location, (630 East Hopkins)
 - Permits are available for pick-up Monday through Friday 8:30 AM – 4:30 PM

Re-Issues

- Permits may be reissued by the department due to schedule changes; subject to departmental discretion.
- 'Rain Out' delays or Event cancellations may be granted if the department is notified within 24 hours of the cancellation.

I acknowledge that completion of this application does not guarantee a permit will be issued by the department. I further acknowledge that any permit granted will be subject to the Local and State Codes under which the permit is granted.

Applicant Initials

Terms & Definitions

- | | |
|---------------------------------------|---|
| Food Booth: | A covered stall or partitioned stand used to present, prepare, or provide food to the general public. |
| Temporary Event: | Any organized event or celebration that serves food or provides open beverage service taking place at a location for no more than 14 consecutive days in conjunction with an organized event or celebration. <i>(This includes ice and beverages)</i> |
| 1 Day Event with Single Booth: | An event that lasts one day and consists of only one booth. |

What to Submit with the Application

- | | |
|---------------------------------------|------------------------------------|
| 1. Temporary Food Event Application | Submit Page 1 & Page 2 |
| 2. Food Handler Certification | Submit 1 per food booth |
| 3. Individual Booth Listing | Submit as many sheets as necessary |
| 4. Government Issued Photo ID (Valid) | Submit a clear copy |

NO HOME-PREPARED FOODS ALLOWED

Food & Beverage Booth Information

List each booth participating in the event by name and provide a list of the food and/or beverages the booth will offer to the public.

Print additional copies of the 'Food & Beverage Booth Information' sheet, if necessary.

1.	Booth Name:	_____
	Food/Beverage:	_____
2.	Booth Name:	_____
	Food/Beverage:	_____
3.	Booth Name:	_____
	Food/Beverage:	_____
4.	Booth Name:	_____
	Food/Beverage:	_____
5.	Booth Name:	_____
	Food/Beverage:	_____
6.	Booth Name:	_____
	Food/Beverage:	_____
7.	Booth Name:	_____
	Food/Beverage:	_____
8.	Booth Name:	_____
	Food/Beverage:	_____
9.	Booth Name:	_____
	Food/Beverage:	_____
10.	Booth Name:	_____
	Food/Beverage:	_____
11.	Booth Name:	_____
	Food/Beverage:	_____
12.	Booth Name:	_____
	Food/Beverage:	_____
13.	Booth Name:	_____
	Food/Beverage:	_____
14.	Booth Name:	_____
	Food/Beverage:	_____

Figure 1

Food - DANGER ZONE

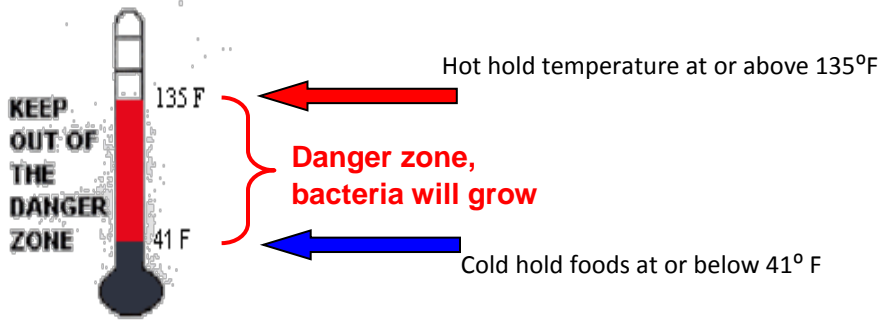


Figure 2

Handwashing Station (Setup)

Disposable towels to be available at all times during

Waste water catch container (no water allowed on



Hand soap and sanitizer to be provided at all times during operation

Spigot must remain open during handwashing

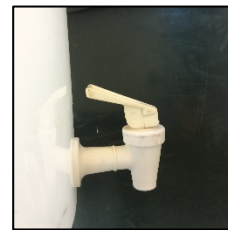
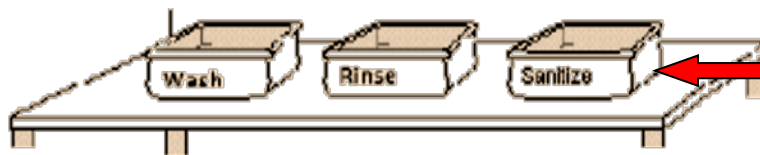


Figure 3

Three containers required, labeled Wash, Rinse and Sanitize.

- Each container must be large enough to fully submerge largest piece of ware \ equipment



Sanitizer used at 50-100 parts per million

Figure 4

Sample Booth configuration

Wall and ceilings shall be made of wood, canvas or other materials that protect the interior from weather, windblown dust, birds and debris.

Flooring may be concrete, asphalt, dirt or gravel covered with mats, ply-wood, removable platforms, duckboards if covered with mats to effectively control dust and mud.

